

**ENT 4940 – 001**

**CRN 93973**

**Entrepreneurship Internship**

**Fall 2014**

**Classroom: Online**

**Mondays: 4:00-6:50 p.m.**

**Professor Information**

Dr. Elliot Ser

FW 130

eser@fau.edu

(561) 297-6145

**Office Hours**

Mondays and Thursdays, 2:30-4:00 p.m. in FW 130

**Required Text and Materials**

All students will read the Wall Street Journal and relevant professional journals during the internship period. Many of the online Discussion Forum questions will require references to articles that may appear in these publications. Students are expected to do independent research on the industry in which their internship company operates, as well as on the firm itself. This information will be necessary to produce a first-rate Internship Project due at the end of the semester. Students should also incorporate research materials relating to job functions. Dr. Ser will post current articles on job-related issues on the course Blackboard web site which students will be expected to read and on which to respond to questions in selected Discussion Forums. All Discussion Forums are located on Blackboard. These articles will benefit the students as they prepare for post-graduation job searches.

Students are also required to incorporate material from the Wall Street Journal and professional journals relating to the industry sector of their internship companies as part of their end-of-term Internship Project Report. Details of this requirement are included in the document dealing with the format for the Internship Project Report.

# Supplemental Texts

None.

**Course Description**

Students gain practical experience working in a startup firm. The focus is on the problems facing new and small firms, and on the business skills needed to conduct operations and develop the business.

**Course Prerequisites and Credit Hours and Class Time Commitments**

Prerequisites: Senior standing, ENT 4024 with a minimum grade of “C” and instructor permission. 1-4 credits.

Once a student has been approved for an internship, he or she will enroll formally in the course. Internship registration forms will not be accepted by the Registrar without the signature of Dr. Ser and a date stamp initialed by the Office of Career Placement and Internships in the College of Business. Prior to the beginning of the semester in which the internship will take place, each student will be contacted via email by Dr. Ser. STUDENTS WILL NOT BE ABLE TO REGISTER FOR AND GET CREDIT FOR INTERNSHIPS RETROACTIVELY!

To maximize the benefits received from the course, students should spend a total of 135 hours inside or outside the classroom on the learning activities spelled out in this syllabus and in the contract they agree to at the beginning of the semester. On a per hour basis, the learning expected from course activities outside the classroom is equivalent to that which would result from classroom instruction.

**Course Learning Objectives**

1. To gain insight into the challenges faced by startup firms.
2. To acquire experience starting and developing a new or early-stage venture.
3. To build skills needed to be a successful business founder.

**Grading Scale**

Scores obtained in the course activities will be adjusted to the following grading scale.

A 94% - 100%

A- 90% - 93.9%

B+ 88% - 89.9%

B 84% - 87.9%

B- 80% - 83.9%

C+ 78% - 79.9%

C 74% - 77.9%

C- 70% - 73.9%

D+ 68% - 69.9%

D 64% - 67.9%

D- 60% - 63.9%

F Below 60%

**Course Evaluation Method**

Students enrolled in ENT 4940: Entrepreneurship Internship will receive an actual (letter) grade for the course based on the criteria described below. Students should be aware that since they are receiving academic credit for their entrepreneurship internship, their actual work performance is only a part of their grade. Superior work performance does not necessarily ensure a superior, e.g., A, grade.

The grading system is based on a 1000-point scale, broken down as follows:

POINTS -- ACTIVITY

80 -- Internship Project Overview (Due Prior to Approval of the Internship)

Full points awarded to students who submit completed/acceptable Project Overview by the designated due date. Project Overview document will be provided by Dr. Ser to students applying for Internship for Credit. A detailed description of the format of the Project Overview is provided in course material, on the course web site.

80 -- Progress Report I

Full points awarded to students who submit completed/detailed Progress Report by the designated due date. The form is available on the course web site.

80 -- Progress Report II

Full points awarded to students who submit completed/detailed Progress Report by the designated due date. The form is available on the course web site.

60 -- Supervisor’s Mid-Term Evaluation

Each supervisor will complete a detailed evaluation form. Students will ensure that their supervisors receive a copy of the evaluation at least one week prior to the designated due date for receipt of this evaluation. The form is available on the course web site. It is the student's responsibility to see that the supervisor receives a copy of the form in time to have it transmitted to Dr. Ser. Late evaluations will be accepted provided the student or the supervisor communicates a reason for the lateness to Dr. Ser.

60 -- Supervisor’s End-of-Term Evaluation

Each supervisor will complete a detailed evaluation form. Students will ensure that their supervisors receive a copy of the evaluation at least one week prior to the designated due date for receipt of this evaluation. The form is available on the course web site. It is the student's responsibility to see that the supervisor receives a copy of the form in time to have it transmitted to Dr. Ser. Late evaluations will be accepted provided the student or the supervisor communicates a reason for the lateness to Dr. Ser.

240 -- Participation in Online Discussion Forums

Students will be asked to respond to specific questions posed by Dr. Ser throughout the term regarding internship activities, as well as other topics based on articles of interest that will posted on the website and/or items printed in the South Florida Business Journal and the Wall Street Journal. Points will be awarded based on the clarity and thoroughness of the responses. Response must be substantive in order to receive full points. Late postings will not be accepted without the prior approval of Dr. Ser

400 -- Internship Project Report/Portfolio

This is the major academic product of the internship. Students will prepare a Project Report in accordance with the guidelines and in the format specified in course materials. This Report will be evaluated based on its completeness, content quality, and style, and relevancy to the internship. The Project grading sheet is available on the course Blackboard site. Late projects will NOT be accepted without the prior approval of Dr. Ser.

Late penalty for the Project Report will be assessed at 10% per day, with a maximum of four days permitted for late submission. No other assignments (other than supervisor progress reports) will be permitted a late submission for penalty deduction, and will be assessed as a zero grade, unless instructor approval is granted prior to assignment deadline.

**Selected University and College Policies**

**Code of Academic Integrity Policy Statement**

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty.

For more information, please see [FAU Regulation 4.001](http://www.fau.edu/regulations/chapter4/index.php).

**Disability Policy Statement**

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS)—in Boca Raton, SU 133 (561-297-3880); in Davie, LA 131 (954-236-1222); or in Jupiter, SR 110 (561-799-8585) —and follow all SAS procedures. Their web site is: <https://fau.edu/sas>.

**Religious Accommodation Policy Statement**

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices **and beliefs with regard to admissions, registration, class attendance and the scheduling of** examinations and work assignments.  For further information, please see [FAU Regulation 2.007](http://www.fau.edu/academic/registrar/catalog/academics.php).

**University Approved Absence Policy Statement**

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in University approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is the student’s responsibility to notify the course instructor at least one week prior to missing any course assignment.

**College of Business Minimum Grade Policy Statement**

The minimum grade for College of Business requirements is a “C”. This includes all courses that are a part of the pre-business foundation, business core, and major program. In addition, courses that are used to satisfy the university’s Writing Across the Curriculum and Gordon Rule math requirements also have a minimum grade requirement of a “C”. Course syllabi give individualized information about grading as it pertains to the individual classes.

**Incomplete Grade Policy Statement**

A student who is passing a course, but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete (“I”). The assignment of the “I” grade is at the discretion of the instructor, but is allowed only if the student is passing the course.

The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete (“I”) grade must be completed within a period of time not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing (“F”) grade.

**Withdrawals**

Any student who decides to drop is responsible for completing the proper paper work required to withdraw from the course.

**Grade Appeal Process**

A student may request a review of the final course grade when s/he believes that one of the following conditions apply:

* There was a computational or recording error in the grading.
* Non-academic criteria were applied in the grading process.
* There was a gross violation of the instructor’s own grading system.

The procedures for a grade appeal may be found in [Chapter 4 of the University Regulations](http://www.fau.edu/regulations/chapter4/index.php).

**Disruptive Behavior Policy Statement**

Disruptive behavior is defined in the FAU Student Code of Conduct as *“... activities which interfere with the educational mission within classroom.”* Students who behave in the classroom such that the educational experiences of other students and/or the instructor’s course objectives are disrupted are subject to disciplinary action. Such behavior impedes students’ ability to learn or an instructor’s ability to teach. Disruptive behavior may include, but is not limited to: non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or, other violations of an instructor’s expectations for classroom conduct.

**Faculty Rights and Responsibilities**   
  
Florida Atlantic University respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions which do not impede their exercise. To ensure these rights, faculty members have the prerogative:

* To establish and implement academic standards
* To establish and enforce reasonable behavior standards in each class
* To refer disciplinary action to those students whose behavior may be judged to be disruptive under the Student Code of Conduct.

**Course Outline**

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| *Date* | *Topic or Activity* | *Assignments* |
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| Aug 21 | Internship Project Overview | ***Project Overview Document due prior to approval for the internship*** |
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| 28 | Discussion Forum;  Assigned Internship Activities | ***Online Discussion Forum entry due*** |
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| Sep 4 | Assigned Internship Activities | ***-----*** |
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| 11 | Discussion Forum;  Assigned Internship Activities | ***Online Discussion Forum entry due*** |
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| 18 | Assigned Internship Activities | ***-----*** |
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| 25 | Discussion Forum;  Assigned Internship Activities | ***Online Discussion Forum entry due*** |
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| Oct 2 | Assigned Internship Activities | ***Supervisor’s Mid-Term Evaluation due*** |
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| 9 | Assigned Internship Activities | ***Progress Report I due*** |
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| 16 | Assigned Internship Activities | ***-----*** |
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| 23 | Discussion Forum;  Assigned Internship Activities | ***Online Discussion Forum entry due*** |
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| 30 | Assigned Internship Activities | ***-----*** |
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| Nov 6 | Discussion Forum;  Assigned Internship Activities | ***Online Discussion Forum entry due*** |
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| 13 | Assigned Internship Activities | ***Supervisor’s End-of-Term Evaluation due*** |
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| 20 | Assigned Internship Activities | ***Progress Report II due*** |
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| Dec 4 | Assigned Internship Activities | ***Internship Project Report/Portfolio due*** |
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